

CITY OF BURBANK

ASSISTANT PARK, RECREATION, AND COMMUNITY SERVICES DIRECTOR

DEFINITION

Subject to administrative determination of policy, to oversee, plan, direct, and manage the Park Services, Recreation Services, and Senior & Human Services divisions of the Park, Recreation, and Community Services Department; and perform related work as required.

ESSENTIAL FUNCTIONS

Assists the Park, Recreation, and Community Services Director in overseeing, planning, organizing, and directing the operations of the Park, Recreation, and Community Services Department; serves as the department manager in the absence of the Park, Recreation, and Community Services Director; develops plans, programs, and operations for effective personnel management; implements departmental goals, objectives, policies, and procedures; oversees programs covering recreational, physical, cultural, social, and educational activities and services for all citizens; supervises and participates in the preparation of a variety of comprehensive research studies, statistics, and reports for written and oral presentation to various City groups and officials; supervises a variety of administrative management duties including all financial services such as, budgeting, cost control, and grant research and application; administrative support to City or departmental management, committees, or other personnel as assigned; oversees and manages projects; evaluates the relationship between needs and resources, and adjusts programs and personnel accordingly; supervises, trains, evaluates, and develops employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; meets with and makes presentations to professional and community groups; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles, concepts, methods, practices, and techniques of public recreation and administration philosophies; principles and practices of budgeting and cost control; present day concepts of park and recreation functions; senior and human services programs; the principles and practices of sound personnel management and supervision; the field of management and grantsmanship.
- Skill in – gaining cooperation through discussion and persuasion; fostering a teamwork environment; interacting and communicating tactfully and effectively with a culturally diverse population.
- Ability to - analyze, comprehend, and apply administrative, departmental, and City policies, rules, and regulations; analyze problems and develop effective solutions; coordinate the planning and administration of the programs within the department, other City departments, and other public agencies, groups, or organizations; analyze and implement the needs and demands of the community for recreational, cultural, and social facilities and programs; supervise and develop employees; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a major in recreation or related field. Five years of recent, full-time management and/or supervisory experience, of which at least three years must have included the responsibility of planning, developing, and administering a recreational, cultural or community services program. NOTE: A Master's degree in recreational or public administration may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.